

Model Community Guidelines Retail Establishment

1. Practice waste reduction, reuse and recycling:
 - Use reusable items vs. Disposable items (e.g. Ceramic mugs for staff)
 - Purchase supplies in bulk where possible
 - Reuse scrap paper (e.g. Make into note pads)
 - Use cloth towels in rest rooms or paper ones with recycled content
 - Reduce amount of junk mail received by writing and advising your current subscription not to share your name and address with other mailers. Also, write to Mail Preference Service, Direct Marketing Association, 11 West 42nd Street, New York, NY 10036
 - Use compact florescent lights wherever possible
 - Donate excess stock to charities whenever possible
2. Use products made from recycled content:
 - Purchase office paper and administrative products made with recycled content (e.g. Paper, letterhead, paper towels, tissue paper, note pads, business cards, credit card slips, etc.; indicate on letterhead, etc., “printed on recycled paper”)
 - Request that supplier/manufacturers use as much recycled content material in packaging as possible
 - Recycle toner or cartridges for copy machine or printer
 - Purchase and use at least two other items made with recycled content (e.g. Desk organizers, such as recycling bins, desk top trays, if applicable)
3. Promote waste reduction and recycling:
 - Offer incentives to customers for bringing in their own bag or containers for purchases
 - Set up in-house recycling program (e.g. Office paper and corrugated cardboard)
 - Promote and/or purchase items with recycled content such as letterhead, brochures, business cards, etc. (indicate on letterhead, etc., “printed on recycled paper”)
 - Request supplier/manufacturers to provide system to take back non-recyclable packaging
 - Offer employees educational material on recycling and waste reduction
 - Minimize use and seek out alternatives to toxins (such as cleaners)
 - Encourage employees to share magazines and newspaper subscriptions